POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Time management [S1Trans1>ZCz]

Course

Field of study
Transport

Year/Semester
1/2

Area of study (specialization)
–

Profile of study
general academic

Level of study
first-cycle

Course offered in
polish

Form of study
full-time

Requirements
elective

Number of hours

Lecture
0

Laboratory classes
0

Other (e.g. online)
0

Tutorials
15

Projects/seminars
0

Number of credit points

1,00

Coordinators

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Lecturers

Prerequisites

Knowledge: Basic knowledge of the humanities Skills: Basic skills in the field of analysis and searching for information for the use of professional practice Social competences: Notices the importance of own work organization as a component of effective functioning in the professional and social environment

Course objective

The aim of the course is for the participants to acquire knowledge and skills in the proper organization of tasks in time. As a result of its implementation, students will acquire the ability to create their own effective and efficient system of organizing tasks in the context of professional and non-professional work. Classes will be conducted in the form of: conversational and problem-based, using elements of managerial training.

Course-related learning outcomes

Knowledge:
The student has basic knowledge of managing and running a business and knows the general principles of creating and developing forms of individual entrepreneurship

Skills:

The student is able to organize, cooperate and work in a group, assuming various roles in it, and is able to properly define priorities for the implementation of a task set by himself or others

Social competences:
The student can think and act in an entrepreneurial way, incl. finding commercial applications for the created system, taking into account not only business benefits, but also social benefits of the conducted activity

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes presented above are verified as follows:
Final test
Assessment of student activity during classes

Programme content

Characteristics of contemporary conditions of time management
Elements of praxeology in the organization of tasks
Contemporary concepts of time management
GTD time management system
A time management system based on the concept of the 7 habits of effective operation
Time management system according to Julia Morgenstern
Techniques of creative thinking in time management
IT support for time management

Teaching methods

Lecture with a multimedia presentation, online classes on the zoom.us platform

Bibliography

Basic
1. David Allen: Sztuka efektywności. Skuteczna realizacja zadań. Helion, 2006
2. Covey S.: Siedem nawyków skutecznego działania (wydanie najnowsze)
Additional
1. David Allen: Gotowi na wszystko. 52 zasady efektywności w pracy i życiu. Onepress, 2008
2. Skrypt z prakseologii:
http://www.broneks.net/wpcontent/uploads/2008/12/00_spis_tresci_wstep.pdf

Breakdown of average student's workload

	Hours	ECTS
Total workload	30	1,00
Classes requiring direct contact with the teacher	15	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	15	0,50